

DEPARTMENT OF THE NAVY  
Office of the Secretary  
Washington, DC 20350-1000

SECNAVINST 1811.3M  
OP-130C2  
15 November 1989

**SECNAV INSTRUCTION 1811.3M**

**From:** Secretary of the Navy  
**To:** All Ships and Stations

**Subj:** VOLUNTARY RETIREMENT AND  
TRANSFER TO THE FLEET  
RESERVE OF MEMBERS OF THE  
NAVY AND THE MARINE CORPS  
SERVING ON ACTIVE DUTY

**Ref:** (a) Title 10, United States Code  
(NOTAL)  
(b) DOD Directive 1332.20 of  
20 Feb 83 (NOTAL)  
(c) DOD Directive 1315.7 of 9 Jan 87  
(NOTAL)  
(d) SECNAVINST 1920.6A  
(e) SECNAVINST 1910.4A (NOTAL)  
(f) SECNAVINST 1420.1  
(g) SECNAVINST 5510.30  
(h) SECNAVINST 1920.5C  
(i) Procedures for the Board of  
Correction of Naval Records  
(NAVSO P-473)

**1. Purpose** To establish policy governing voluntary retirement of officers on the active-duty list of the Navy and Marine Corps and voluntary retirement and transfer to the Fleet Reserve or Fleet Marine Corps Reserve of enlisted members of the Navy and the Marine Corps serving on active duty under references (a) through (c).

**2. Cancellation.** SECNAVINST 1811.3L.

**3. Applicability**

**a.** This instruction applies to all Regular and Reserve officers on the active-duty lists of the Navy and Marine Corps and enlisted members on active duty.

**b.** Voluntary retirement of officers for cause is covered in reference (d). Voluntary retirement and transfer to the Fleet Reserve and Fleet Marine Corps Reserve for misconduct is covered

in reference (e) and service implementing instructions.

**4. Policy**

**a.** Department of the Navy policy is to provide for voluntary retirements and voluntary transfers to the fleet reserve components to assist in meeting force management objectives. Those objectives are to maintain a vigorous active force, reasonable promotion flow, reasonable career opportunities in each officer competitive category and in the enlisted career forces. To support these objectives while providing equity and consistency in retirement options for members on active duty, the criteria in this instruction are intended to be applied uniformly to all officer competitive categories and military occupational specialties and enlisted ratings and military occupational specialties, except where otherwise specifically provided.

**b.** As provided in reference (f), officers (A) may be promoted to the grades of O-4 and above without being required to accept Regular commissions when it is necessary to attain authorized strength in specialties in career grades. A Reserve officer on the active-duty list eligible for retirement under chapter 571 of reference (a) shall be notified that his or her services are no longer required as soon as authorized strength in the grade and specialty of the Reserve officer can be met with a Regular officer. This authority shall not be used to meet the preferences of individual officers.

**c.** Except as otherwise provided in (R) paragraphs 10e and 10g(3) of this instruction, retirement requests of officers who have not satisfied the minimum active-duty service-in-grade requirements for retirement in the higher grade specified in paragraph 10 will not be approved. Officers who desire to retire prior to completion of the applicable minimum service-in-grade requirement must decline the appointment to the next higher grade. Officers who have accepted appointment to the next higher grade must meet the retired grade

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determination criteria in paragraph 10. Frocking does not constitute acceptance of a promotion.

d. Except as otherwise permitted in paragraph 11d of this instruction, requests from enlisted members for transfer to the fleet reserve components who have not satisfied the minimum active-duty service-in-grade requirements specified in paragraph 11 will not be approved.

- A) e. Requests for voluntary retirement in cases where court-martial charges have been preferred and not disposed of shall be denied except as provided in references (d) and (e).
- A) f. The Chief of Naval Personnel (CHNAVPERS) and the Deputy Chief of Staff for Manpower and Reserve Affairs (DC/S (M&RA)) will normally deny, for the Secretary, requests for retirement which do not satisfy the policy and criteria established by this instruction.

R) 5. **Authority to Approve Requests for Voluntary Retirement of Officers Serving in Grades W-1 through O-6.** Final approval of requests for voluntary retirement officers rests with the Secretary, except as delegated to the CHNAVPERS and DC/S (M&RA) in this instruction. The CHNAVPERS and DC/S (M&RA) are hereby delegated authority to approve voluntary retirements of officers in the grades of O-6 and below of the Navy and Marine Corps, respectively. This authority may not be further delegated. The CHNAVPERS and DC/S (M&RA), acting for the Secretary, may approve voluntary retirements as follows:

- a. Officers of the Regular Navy or Regular Marine Corps holding a permanent grade of warrant officer (W-1) or above who request retirement after completing 40 years of active service under section 6321 of reference (a).
- A) b. Officers of the Regular Navy or Marine Corps holding a permanent grade of warrant officer (W-1) or above who request retirement after completing 30 or more years of active service under section 6322 of reference (a).

c. Officers of the Navy or Marine Corps (A) who request retirement after completing more than 20 years of active service, of which at least 10 years was service as a commissioned officer, under section 6323 of reference (a).

d. Warrant officers serving in the Navy or (A) Marine Corps who request retirement after completing at least 20 years of active service under section 1293 of reference (a).

e. In acting on requests for voluntary (A) retirement short of 40 years of active service, CHNAVPERS and DC/S (M&RA) will consider the overall needs of the service and the merits of the individual case when the service member has completed a minimum of 20 years of active service as required by chapter 571 of reference (a), and has fulfilled the applicable requirements set forth in paragraphs 8 or 9 of this instruction.

f. CHNAVPERS and DC/S (M&RA) will (A) forward to the Secretary requests for voluntary retirement, with recommendations and supporting rationale, from officers identified by the CHNAVPERS or DC/S (M&RA) as being of limited assignability, or whose continued service is not, due to conditions beyond their control, clearly in the interest of national security consistent with references (d) and (g) and whose requests for voluntary retirement do not meet the requirements set forth in paragraphs 8 or 9.

g. CHNAVPERS and DC/S (M&RA) will (A) forward to the Secretary requests for voluntary retirement, with recommendations and supporting rationale, from officers and enlisted members who have attracted or are likely to attract the attention of the public or media.

6. **Authority to Approve Requests for (R) Voluntary Retirement or Transfer to the Fleet Reserve or Fleet Marine Corps Reserve**

a. Enlisted members of the Regular Navy (R) or Regular Marine Corps who request retirement after completing 30 years or more of active service under section 6326 of reference (a) shall be retired by the CHNAVPERS or DC/S

(M&RA), acting for the President. This retirement authority may not be further delegated. "Enlisted member" includes a member of the Regular Navy or Regular Marine Corps who holds a permanent enlisted grade and a temporary appointment in a commissioned or warrant officer grade.

b. Final approval of requests for transfer to the Fleet Reserve or the Fleet Marine Corps Reserve and for further transfer to the retired list under this instruction rests with the CHNAV-PERS or DC/S (M&RA).

(1) In approving a request under this instruction, an effective date later than that requested may be specified when, in the best interest of the service, a delay is necessary in order to provide time for orderly relief or completion of the existing or ordered tour of duty.

(2) Unless waived by the Secretary, approval of requests for voluntary retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve will normally be withheld until an individual has completed:

(a) A required period of time at present duty station, as prescribed by the CHNAV PERS or DC/S (M&RA).

(b) A normal tour, prescribed by the CHNAVPERs or DC/S (M&RA) under reference (c).

(3) Unless, in response to service needs, the CHNAVPERs or DC/S (M&RA) direct otherwise, requests for voluntary retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve will not be approved when submitted by individuals subsequent to the date of issuance of orders to report to a new duty station, or actual notification to the individual that such orders will be issued.

(4) Except for separations of officers for cause and release of retirement-eligible Reserve officers as provided in reference (d) and separation of enlisted members for misconduct as

provided in reference (e), requests for voluntary retirement or transfer to the Fleet Reserve or Fleet Marine Corps Reserve shall not be used to influence unrelated administrative actions.

**7. Voluntary Retirement of Flag and General Officers.** Flag and general officers will be considered for voluntary retirement on the basis of service needs reflected in the annual promotion and continuation plans approved by the Secretary under reference (f), and the merits of the individual case as required by section 1370 of reference (a).

**8. Voluntary Retirement of Officers serving (R in pay grades O-1 through O-6**

a. Requests for voluntary retirement will normally be approved for officers serving on active duty in pay grades O-1 through O-6 with at least 20 years active service who fall into at least one of the following categories:

(1) Officers in pay grades O-2 through O-5 who have twice failed of selection for promotion to the next higher grade.

(2) Officers having genuine dependency or undue hardship of a non-temporary nature whose retirement would definitely alleviate the condition under the criteria for such separations in reference (d).

(3) Reserve officers eligible for retirement who have been advised by the CHNAVPERs or DC/S (M&RA) as provided in paragraph 4b that, based on a comparison of inventory to authorized strength in their competitive category and specialty, military occupational specialty, and grade, their continued active service is no longer required.

(4) Officers who have previously served on active duty in a higher grade than that in which presently serving.

(5) Officers in pay grades O-3 through O-6 who have satisfied the applicable service-in-grade requirement of paragraph 10, and any other service obligation incurred.

b. In each case, the retired grade shall be determined under the applicable service-in-grade requirements of paragraph 10.

**R) 9. Voluntary Retirement of Warrant Officers.**

Requests for voluntary retirement will normally be approved for warrant officers serving on active duty with at least 20 years active service who fall into at least one of the following categories:

a. Warrant officers who have twice failed of selection for promotion to the next higher grade.

b. Warrant officers having genuine dependency or undue hardship of a non-temporary nature whose retirement would definitely alleviate the condition under the criteria for such separations in reference (d).

c. Reserve warrant officers eligible for retirement who have been advised by the CHNAVPERS or DC/S (M&RA) that based on a comparison of inventory to authorizations in their competitive category, designator or military occupational specialty and grade, their continued active service is no longer required.

**R) d.** Warrant officers in pay grades W-2, W-3, or W-4 who have either served the three-year service obligation for appointment to warrant officer status or two years service-in-grade for promotion and any additional service obligation for educational benefits.

**R) 10. Officer Retired Grade Determination.**

Unless retirement in the next inferior grade is directed under reference (d), officers retired voluntarily shall be retired in the highest commissioned officer grade satisfactorily held upon completion of the following service-in-grade requirements. The CHNAVPERS or DC/S (M&RA) shall make determinations of satisfactory service, considering the factors noted in paragraph 10j.

**R) a.** Six months for an officer serving on active duty in, or who has served on active duty in, pay grade O-1 or O-2.

b. Two years for an officer serving on active duty in, or who has served on active duty in, pay grade O-3 or O-4. In individual cases involving hardship or exceptional or unusual circumstances, the approval authority may waive up to eighteen months of the two-year period. (R)

c. Six months for officers notified of their involuntary release from active duty who thereafter request retirement under section 6323 of reference (a). (R)

d. Three years for an officer serving on active duty in pay grade O-5 or O-6. For officers subject to the three-year period, the President may waive any portion, except the minimum period of six months of the three-year period under section 1370 of reference (a), when the President determines that the individual's case involves extreme hardship or exceptional or unusual circumstances. Since only the President may grant such waivers, it is anticipated that very few requests will be considered and approved under this authority. The CHNAVPERS or DC/S (M&RA) shall provide recommendations with supporting rationale to the Secretary. The Secretary shall determine whether a member's request for waiver meets the eligibility criteria, in his opinion, prior to forwarding to the Office of the President. (R)

e. The CHNAVPERS or DC/S (M&RA), shall normally deny retirement requests of officers serving on active duty in, or who have served on active duty in, pay grades O-1 through O-6, whose length of service in the highest grade held while on active duty does not meet the service-in-grade requirements specified above. In cases enumerated in paragraphs 8a(1) through 8a(4) and 10, or when other circumstances clearly indicate that the retention of an officer is not consistent with the needs of the Navy or the Marine Corps, the Secretary, considering the recommendations of the CHNAVPERS or DC/S (M&RA), may authorize an officer who does not meet the applicable service-in-grade requirement to be retired: (R)

(1) In the highest grade in which the officer served on active duty satisfactorily for not less than six months, if in pay grades O-4 or below; or

(2) In the next lower grade in which the officer served on active duty satisfactorily for at least six months, if in the pay grade of O-5 or above.

- R) f. When required to manage grade-structure imbalances which would make a major change in promotion flow point and opportunity, or strength overages such as may occur during a reduction in force, the Secretary may suspend the service-in-grade requirements in paragraphs 10a through 10d for specified competitive categories and specialties or military occupational specialties. The suspension of service-in-grade requirements may be for any combination of grades O-3 through O-6. The CHNAVPERS or DC/S (M&RA) may recommend, with supporting rationale, such suspension in annual promotion plans submitted to the Secretary under reference (f). When service-in-grade requirements are suspended, officers may be retired:

(1) In the highest grade in which he/she served on active duty satisfactorily for not less than six months if in pay grade O-4 or below; or

(2) In the next lower grade in which the officer served on active duty satisfactorily for at least six months, if in the pay grade of O-5 or above.

g. An enlisted member or warrant officer who previously served on active duty in pay grade O-1 or above must satisfy the applicable service-in-grade requirements of this paragraph to be retired in that officer grade (pay grade O-1 or above) unless the officer was temporarily appointed to pay grade O-1 or above in time of war or national emergency, and had his or her appointment terminated as a result of a reduction in force or a similar management action. In the case of an enlisted member or warrant officer:

(1) Who previously served on active duty in pay grade O-1 or above and was reverted to an enlisted or warrant officer grade before 15 September 1981.

(2) Who has not served in pay grade O-1 or above after 14 September 1981.

(3) Whose service-in-grade does not satisfy the applicable service-in-grade requirements of this paragraph, the Secretary, upon recommendation of the CHNAVPERS or DC/S (M&RA), may make a determination to retire such member and advance the member on the retired list to the highest officer grade in which that member satisfactorily served, if that member is entitled to retirement under reference (a).

h. For purposes of this instruction, active-duty service in grade will be computed from the date of rank of such grade.

i. Considering performance in the highest grade held, the length of service in the highest grade held, and the circumstances that resulted in the officer or member no longer being in the highest grade held, CHNAVPERS and DC/S (M&RA) shall make determinations of satisfactory service for enlisted members (the Secretary will make determinations of satisfactory service for officers) eligible for retirement in a higher grade or advancement to a higher grade on the retired list in the following cases: (A)

(1) Officers who served on active duty in a higher officer grade and are eligible for advancement on the retired list under section 6334 of reference (a).

(2) Warrant officers and enlisted members who have served on active duty in a higher officer or enlisted grade and have completed 30 years service and are eligible for advancement on the retired list under section 6334 of reference (a).

(3) Retired warrant officers or enlisted members who have been advanced on the retired list to a higher commissioned grade may request restoration to the former warrant officer or enlisted status within three months after advancement under section 6335 of reference (a).

j. In considering whether an officer or enlisted member served satisfactorily in the current grade held, or in a higher grade, the following factors are considered:

(1) Time served in current or higher grade.

(2) Any report of misconduct, moral or professional dereliction, conduct not in the interest of national security, or conviction by courts-martial.

(3) The nature and severity of any misconduct.

#### **11. Transfer of Enlisted Members to the Fleet Reserve or the Fleet Marine Corps Reserve**

a. Requests for transfer to the Fleet Reserve or Fleet Marine Corps Reserve will normally be approved for:

(1) Enlisted members who have completed 20 years of active service, provided they have met active service-in-grade requirements prescribed in paragraph 11d.

R) (2) Limited duty and warrant officers serving under a temporary appointment and having a permanent enlisted grade who have completed 20 years of active service, of which less than 10 years was active commissioned service. Transfer of a temporary officer to the Fleet Reserve or Fleet Marine Corps Reserve will be at the highest enlisted permanent grade held including grades to which advanced while serving concurrently as a temporary officer. Procedures for requesting termination of temporary appointment and transfer to the Fleet Reserve are contained in reference (h).

b. The CHNAVPERS and DC/S (M&RA) will prescribe policy and procedures governing transfer to the Fleet Reserve or the Fleet Marine Corps Reserve to provide the optimal balance among maintaining authorized strength and strengths in ratings and military occupational specialties, a vigorous enlisted force, career incentive, reasonable promotion flow and service in grade, economical use of manpower, and retention of expertise. The CHNAVPERS and DC/S (M&RA), acting for the Secretary, will prescribe service-in-grade requirements and other conditions for transfer to the Fleet Reserve and the Fleet Marine Corps Reserve, consistent with references (b) and (e).

c. The CHNAVPERS and DC/S (M&RA) will prescribe procedures for further transfer from the Fleet Reserve or the Fleet Marine Corps Reserve to the Retired List under section 6331 of reference (a).

d. Nondisability voluntary retirement of (A) members serving in pay grades E-7, E-8, or E-9 shall require a minimum of two years active duty in grade unless such members are entitled by law to a higher retired grade upon retirement. Approval of transfers to the Fleet Reserve or the Fleet Marine Corps Reserve in pay grades E-7 through E-9 shall also require a minimum of two years active duty in such grades. In individual cases involving substantial hardship, unusual circumstances, or when the best interest of the service is concerned, waivers of obligated service in grade may be authorized by the Secretary.

**12. Reconsideration of Retirement Requests.** (A) Requests to withdraw, postpone, or cancel requests to voluntarily retire or transfer to the Fleet Reserve or Fleet Marine Corps Reserve will be considered under the following standards:

a. Requests to change retirement requests submitted before final action has been taken on the original submission may be approved. The date used to determine whether the request to change was submitted before final action was taken on the original request shall be the date on the request to change.

b. Requests to change retirement requests submitted after the original request has been approved but before the member has transferred to the retired list, the Fleet Reserve, or the Fleet Marine Corps Reserve may be approved under the following circumstances:

(1) Changes initiated by the member:

(a) When the member shows compelling circumstances that would substantially benefit the member or his or her dependents.

(b) The member's retention can be accomplished within applicable personnel plans and will be in the overall best interest of the Navy or Marine Corps.

(2) Changes initiated by the Secretary or by the final approval authority for the request: When determined to be in the best interest of the service to not transfer the member on the date established for the member's transfer to the retired list, the Fleet Reserve, or Fleet Marine Corps Reserve.

c. Requests to change retirement requests submitted after the member has been transferred to the retired list, the Fleet Reserve, or Fleet Marine Corps Reserve must be requested through the Board for Correction of Naval Records (see reference (i)).

d. Nothing in this paragraph is intended to limit the Secretary's authority to recall members or to retain members on active duty.

H. LAWRENCE GARRETT, III  
Secretary of the Navy

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